

F & A/RDS/PROGRAM ACCOUNTABILITY AND REVIEW
REVIEW GUIDE FOR THE TENNESSEE DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT-WIA

Subrecipient:

Monitor:

Grant/Contract No: _____

Funding Source: _____

Date of Visit: _____

SPECIAL STATEWIDE DESKTOP REVIEW GUIDE

JOBS FOR TN GRADUATES:

1. Has the Department accounted for 50% of the JTG eligible youth to be also WIA eligible?

2. Does the JTG program have records which demonstrate the program's focus on:

- Career development.
- Job attainment.
- Job survival.
- Basic skills.
- Leadership skills.
- Self-development skills, and
- Personal skills.

20 CFR 664.405

3. Are all TEN required elements of the JTG Program being made available in the Local Area?

- A. Tutoring and study skills**
- B. Alternative school services**
- C. Summer Employment Opportunities)**
- D. Paid and unpaid work experiences**
- E. Occupational skills training**
- F. Leadership development opportunities)**
- G. Support services (locally defined)**
- H. Adult mentoring**
- I. Comprehensive guidance and counseling**
- J. Follow-up**

*WIA T. A Manual, September 2002; CMATS
WIA Program Manual and/or 20 CFR 664.410*

F & A/RDS/PROGRAM ACCOUNTABILITY AND REVIEW
REVIEW GUIDE FOR THE TENNESSEE DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT-WIA

Subrecipient:

Monitor:

Grant/Contract No: _____

Funding Source: _____

Date of Visit: _____

SPECIAL STATEWIDE DESKTOP REVIEW GUIDE

AFL-CIO

- 1. Has the contractor provided regular reporting requirements of all Rapid Response activities?**

Reference: Use the same monitoring questions and references listed in the dislocated worker review guide

- 2. Has the contractor met the expenditure quarterly goals to ensure the 80% of contract will be expended?**

- 3. Has the contractor provided reports on training and technical assistance provided to organized labor groups?**

- 4. Does contractor have a corrective action plan if actual expenditures reflect a variation of 15% or more above the planned expenditures?**

Reference: Use the same monitoring questions and references listed in the dislocated worker review guide

F & A/RDS/PROGRAM ACCOUNTABILITY AND REVIEW
REVIEW GUIDE FOR THE TENNESSEE DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT-WIA

Subrecipient:

Monitor:

Grant/Contract No: _____

Funding Source: _____

Date of Visit: _____

SPECIAL STATEWIDE DESKTOP REVIEW GUIDE

THEC (Tennessee Higher Education Commission)

1. What is the process for conducting state level appeals determining whether or not a denied provider is eligible to participate on the State Provider's list?
2. Have there been any appeals regarding denial of training provider's subsequent eligibility? If so, was the appropriate Local Workforce Investment Board notified in writing the reasons for rejection as well as the availability of the appeals process?
3. What is the process for conducting state level appeals submitted by students participating with Eligible Training Providers, including reviewing and/or hearing parties involved in unresolved complaints?
4. What, if any, site reviews have been performed to inspect and investigate any institutions holding a certification for participation?
5. Has the contractor provided quarterly reports to local boards and the state regarding performance data on WIA eligible student enrollment, completion and placement rates?
6. Has the contractor provided local boards and state information pertaining to school closures under any condition?
7. What evidence is there that training providers have submitted renewal reports to the Tennessee Higher Education Commission with any change of status (change of address, name, tuition and fees, etc.)

F & A/RDS/PROGRAM ACCOUNTABILITY AND REVIEW
REVIEW GUIDE FOR THE TENNESSEE DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT-WIA

Subrecipient:

Monitor:

Grant/Contract No: _____

Funding Source: _____

Date of Visit: _____

SPECIAL STATEWIDE DESKTOP REVIEW GUIDE

THEC (Tennessee Higher Education Commission)

- 8. Does the THEC website provide up-to-date information on training providers regarding performance data and program opportunities in each respective local area?**

Reference: THEC Plan, State Plan, (Selection of Service Providers), WIA TA Manual (Selection of Eligible Service Providers)

Alliance for Business and Training (LWIA 1)
Radiologic Technologists Program

Reference: Use the same monitoring questions and references listed in the adult review guide

- 1. Does the targeted population for this grant include employed workers and new hires in the health care industries located in LWIA 1?**
- 2. Of those individuals placed in employment, do the wage increases reflect a 60% increase?**
- 3. Has the contractor submitted quarterly reports on a timely basis?**
- 4. Is the LWIA collecting statewide information on eligible individuals in the CMATS (eCMATS) system?**

F & A/RDS/PROGRAM ACCOUNTABILITY AND REVIEW
REVIEW GUIDE FOR THE TENNESSEE DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT-WIA

Subrecipient:

Monitor:

Grant/Contract No: _____

Funding Source: _____

Date of Visit: _____

SPECIAL STATEWIDE DESKTOP REVIEW GUIDE

**Workforce Essentials (LWIA 8
Teacher Certification Program)**

*Reference: Use the same monitoring
questions listed in the adult review guide*

1. Does the targeted population include those currently teaching in the public schools of LWIA 8, or those whom the school systems wish and intend to employ, but who have not yet completed their teacher certification?
2. Does the targeted population reach those who are underemployed, because of their lack of certification, or unemployed, but expect to become employed, as a result of their participation in the program?
3. Has the contractor submitted quarterly reports on a timely basis?
4. Is the LWIA collecting statewide information on eligible individuals in the CMATS (eCMATS) system?